

### **I.3 Status History**

#### **NEW 4/19/13**

Organizational Change Management program leadership has been transitioned to Roy Terry. To ensure continued success, he received extensive knowledge transfer from NTT DATA.

[The questions and answers](#) from the Leadership Engagement Results meeting are now available. Future plans include a Leadership Engagement meeting on April 22, and a leadership engagement participant survey.

Verification of the agency assessment self-reported information is needed.

Instructions on the verification process will be provided to the agencies.

#### **NEW 4/12/13**

Several agencies have responded to the IT Expenditure Survey, which was provided by the Office of the State Budget Director. The deadline for this survey is Monday, April 15<sup>th</sup>.

Stakeholder engagement meetings were held this week and will continue for the next several weeks.

Both the TAC as a whole and the TAC Services-Metrics-SLAs workgroup met this week. During the TAC meeting, Deputy Secretary Rucker provided an I.3 progress update, which included an informative question and answer session.

#### **NEW 4/5/13**

Stakeholder engagement interviews, an organizational change activity involving both agency and COT staff, will continue next week.

The TAC's Services-Metrics-SLAs workgroup will be holding its fourth meeting on April 8th, and will provide a progress update to the full TAC meeting set for April 9th.

I.3 Abbreviations (initials and acronyms) have been added and can be found in the **Related Links** section on this page.

#### **NEW 3/27/13**

Earlier this month, the Office of the State Budget Director asked agencies to complete an IT Expenditure Survey. The survey provided an opportunity for the agencies to report IT expenditures for each appropriation unit. The deadline for completion is April 15, 2013.

#### **NEW 3/15/13**

"Future State" service requirement meetings started this week with the Desktop, Server, and Voice Services teams.

Organizational Change activities, which include the Leadership Engagement Series, are progressing to a Stakeholder Engagement Series. This process will involve

interviews with both agency and COT employees. FAQs from the Leadership Results meeting will be posted soon.

Technology Advisory Council (TAC) workgroups will begin work on service descriptions/SLAs/metrics and IT capital project reviews on Monday, March 18. To allow the groups time to develop their work products, the regular TAC meeting has been moved to April 9th.

### **NEW 3/8/13**

The Leadership Engagement Interview series wrapped up this week with a Leadership Results meeting facilitated by FAC Deputy Secretary Rucker. Representatives of the Office of the State Budget Director, Personnel Cabinet and the FAC Human Resources division also answered questions and provided updates. FAQs from that meeting will be forthcoming.

A draft of the "Current State" of infrastructure within COT and the I.3 agencies was completed by NTT DATA and is currently under COT review. "Future State" requirement meetings are scheduled to start next week. Information collected during these meetings will be used for planning the Commonwealth's future shared service delivery model and high-level implementation plan.

### **NEW 2/27/13**

The second Technology Advisory Council (TAC) meeting was held on February 26. Members were requested to volunteer for one of two committees, Capital IT Project Review and/or Enterprise Service Level Descriptions / Metrics Planning. TAC input was requested on COT's latest enterprise security policy.

By February 15, many agencies had completed their agency assessments. A few agencies needed additional time and should have their assessments completed by March 1, 2013.

Employees that were special detailed to COT have completed a Skills Assessment survey.

The Leadership Engagement series is generating some changes in our future communication and cultural change processes.

### **NEW 2/13/13**

An I.3 Program Overview presentation is now available. If you would like to review the presentation it is located at the bottom of the page under Related Links.

Planning for the next Technology Advisory Council, scheduled for February 26, is underway.

The individual agency assessment information is due close of business this Friday, February 15.

### **NEW 2/1/13**

The first meeting of the Technology Advisory Council (TAC) was held on Tuesday, January 29th. Chaired by Secretary Flanery (Interim CIO), it was attended by COT

leadership, staff from the Office of the State Budget Director, and representatives of executive branch agencies.

The Leadership Engagement activities also began this week.

The individual agency assessments continue to identify key aspects of each agency's assets, policies, etc.

#### **NEW 1/18/13**

The majority of Agency Assessment Kickoff meetings have been completed and the teams plan to finish data gathering activities by mid-February.

The New Employee Orientation meetings will conclude next week and work continues on the preparation of a Skills Assessment survey. All COT employees will be invited to take a Change Readiness survey. Plans for the first Technology Advisory Council (TAC) meeting are being finalized. Finally, NTT DATA will be facilitating a Leadership Engagement process with IT leadership from other agencies.

#### **NEW 1/9/13**

To help ensure a successful integration of the staff that have been detailed to special duty, COT will be providing a skills assessment survey. The survey will focus on current job duties and other areas of work interest that the employees may have. The skills assessment survey process is scheduled to begin mid-January.

#### **NEW 1/2/13**

Last month the Agency Assessment teams worked with Cabinet for Health and Family Services (CHFS). CHFS's cooperation has been crucial to the success of this process. Not only did they provide extensive information during the assessment, but worked with COT to leverage lessons to improve the process. Other agency assessments are scheduled to begin this month.

#### **NEW 12/19/12**

Last week COT executive leadership, transition support staff, security personnel and our COT trainer completed three regional New Employee Orientation sessions with more than 50 attendees. Due to the holidays and the scheduling challenges they bring, the remaining meetings will resume after January 7, 2013. The meetings have provided fresh insight to our newest employees and their specific challenges in working in locations outside of Frankfort.

#### **NEW 12/6/12**

New employee orientation meetings are scheduled to start on 12/7/2012 and should be completed before the end of December. The meetings will focus on human resources topics, COT's change management process, security badges and a brief customer services training. Meetings will not only be held in Frankfort, but will also be held in three other regional locations.

#### **NEW 12/5/2012**

COT has engaged NTT DATA to assist the Commonwealth during the planning phase

of the IT Infrastructure Initiative. A kick off meeting with COT was held on November 27, 2012. NTT DATA, working with COT resources, will focus on IT infrastructure & operations, organizational change management and transition management. COT is excited to be able to leverage the knowledge that NTT DATA brings to this engagement.

#### **NEW 11/30/2012**

Agency assessments are underway. The first agency assessment will be completed with the Cabinet for Health and Family Services (CHFS). A kick off meeting was held on November 20, 2012. Please visit the **Additional Information / Agency Assessments** page for more details.

#### **NEW 11/27/2012**

The IT Initiative website has been updated to make it more user friendly. For example, all Frequently Asked Questions can be found under the **Additional Information** section of this website.

#### **NEW 11/21/2012**

On November 19, 2012, information regarding the 2013 interim fiscal approach as it relates to this initiative was outlined in the **IT Infrastructure Services – Financial Arrangement memo**. Please check the link to this document for further details.

#### **NEW 11/15/2012**

On November 14, 2012, cabinet secretaries were provided with information regarding the agency assessment process. Each agency will be given detailed instructions and support by the agency assessment teams. FAQs from the employee and contractor meetings and the Employee meeting slide presentation are now posted under Links.

#### **NEW 10/30/2012**

Finance/COT welcome letters are being delivered this week during employee meetings and/or electronically. These meetings were scheduled to begin on Monday October 29, 2012 and conclude on Wednesday, October 31. Contractor notifications are being handled through a notification to the company for which the contractor works.

#### **NEW 10/24/2012**

Employee detail to special duty letters have been completed and are being delivered. We anticipate that they will be delivered by Friday, October 26. These letters will reference the Executive Order number and will explain the employees' detail to Finance/COT. The effective date will be November 1, 2012.